



**Kennebunk Free Library
Administrative Assistant
October 2026**

The Administrative Assistant (AA) supports the administration of the library in a confidential, timely, accurate, and efficient manner; assisting with financial and administrative activities and performing clerical functions of the library in accordance with the library mission and vision. The AA is also responsible for providing administrative support for the Executive Director, Assistant Director/Head of Adult Services, and Development Director. Outstanding customer service is at the core of this position and of the library as a whole. The AA should be ready for a fast-paced atmosphere, be quick to change tasks when needed, and possess a good sense of humor.

Key Areas of Responsibility

- Accurately recording information including cash record transactions/deposits
- Maintain clerical and administrative procedures and systems such as filing (both electronic and hard copy) and record keeping
- Reconcile daily cash receipts with cash collected
- Reconcile and record credit card payments
- Process bills and invoices for payment
- Prepare routine correspondence and open, sort, and distribute incoming correspondence
- Participate in maintaining the calendar of library activities
- Schedule and coordinate monthly art exhibits in the Speers Gallery & Hank's Room rentals
- Order and inventory office and library supplies
- With the Development Director and Executive Director, assist the library's fundraising efforts
- Maintain a database of donors, provide statistics, and create reports
- Coordinate and maintain records for staff, telephones, petty cash, etc.
- Review existing administrative processes and recommend changes
- Be familiar with, uphold, and apply library policies with good judgment
- Be able to work independently and collaboratively as well as stay on task in a busy work environment
- Coordinate with vendors to troubleshoot phones, copiers, alarm system and other equipment
- Other duties as assigned

Qualifications

- A high school diploma or GED. Secretarial, bookkeeping, or administrative experience preferred.
- Fast and accurate keyboard and data processing; proficient with Microsoft Office Suite. Familiarity with QuickBooks and Little Green Light preferred.
- Previous experience working with the public as a team member in an office setting is required. Previous experience in a business office or public library preferred.
- Ability to proofread for punctuation, spelling, and grammar; excellent written, organizational, and oral communication skills required.
- Friendly, outgoing personality with the ability to relate positively with staff and patrons in a pleasant, mature, and courteous manner.
- Ability to exercise tact, leadership, and independent judgment.
- Knowledge and operation of standard office equipment required. Troubleshooting skills with the same equipment preferred.

- A commitment to a sustainable workplace and professional practices

Working Conditions

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error, and angry/hostile humans. The AA must be able to:

- Establish and maintain effective working relationships with the Executive Director, staff, Trustees, volunteers, vendors, and businesses
- Positively interact with the public under varied conditions
- Exercise tact, leadership, and independent judgment
- Maintain focus under varied conditions including stressful, noisy, and distracting conditions
- Remain in a stationary position for lengthy periods of time
- Position self to retrieve materials from shelves and carts
- Transport materials of up to 25 pounds, with some exposure to weights up to 50 pounds
- Pull and push book trucks, with casters, weighing up to 200 pounds
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment
- Work weekday, evening, and weekend hours
- Travel (on foot and/or car) to local banks, Post Office, printer, and other assigned destinations; mileage must be tracked and will be reimbursed according to Federal guidelines

Salary and Benefits

This is a full-time, 35-hour per week position with a range of \$20.00 - \$22.00/hr. The AA receives direction from the Executive Director, Assistant Director/Head of Adult Services, and Development Director and reports directly to the Executive Director. In addition, the AA must be able to cooperate in a positive manner with all Library staff. Health, dental, and vision insurance are provided, with 80% covered by the employer. KFL also offers paid lunch breaks, professional development opportunities, flexible work options, education reimbursements, paid parental leave, a retirement account with an employer contribution, paid holidays, two weeks of sick leave, and two weeks of vacation to start.

To apply, please send a cover letter and resume to:

Michelle Conners, Executive Director
Kennebunk Free Library
112 Main Street
Kennebunk, Maine 04043
or email to kfl@kennebunklibrary.org

Kennebunk Free Library is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We encourage our community to embrace and share their life experiences, inventiveness, innovation, self-expression, and unique capabilities so that we may all better understand and learn from each other. We also embrace our community's differences in age, color, disability, ethnicity, family or marital status, sexual orientation, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, socio-economic status, veteran status and other characteristics that make our community unique.